

Elizabeth N. Johnson

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Objective To provide an accurate assessment of educational and employment background and achievement to be considered for employment.

Education August 2009-Present IUPUI Indianapolis, IN

Pursuing a Master of Library and Information Science

- Currently completing 2nd semester of courses

August 2001-August 2005 Indiana State University Terre Haute, IN

Bachelor's of Science in Political Science; Legal Studies and Bachelor's of Art in African and African American Studies

- GPA= 3.47/4.0

Special Recognition: 2 year participant in the Ronald E. McNair Summer Research Internship Program (Summer 2004 and Summer 2005)

Experience December 2009-Present Lawrence Township Schools Indianapolis, IN

Substitute Teacher

- Provide teaching services to elementary, middle, and high schools within the Lawrence Township school district
- Follow and promote lesson plans provided by teachers when absent

August 2009-Present Old Navy Clothing Store Indianapolis, IN

Sales Associate

- Provide customer service
- Serve as store cashier
- Stock and process merchandise

May 2007-August 2009 ADT Security Services Indianapolis, IN

Project Coordinator

- Serve as liaison between commercial customers and ADT National Accounts Support Center
- Coordinate and maintain security installation projects with ADT Satellite Service Offices

****Received recognition as a member of the Soaring Eagles Employee of the Month Club for several months in 2007, 2008, and 2009***

January 2007-Present Kelly Services Indianapolis, IN

Temporary Employee

- Serve as temp-to-hire clientele

May 2006-August 2006 Forge Industrial Staffing Elkhart, IN

Administrative Assistant

- Provide clerical assistance to the administrator and service coordinators

August 2005-January 2006 Indiana State University Terre Haute, IN

Graduate Assistant; School of Graduate Studies

- Provide office and administrative assistance to the admissions clerks and the dean of graduate school

August 2002-May 2005 Coffee Grounds Terre Haute, IN

Barista

- Serve customers; operate cash register; stock and clean

August 2004-December 2004 Mentoring Assistance for Prospective Scholars Terre Haute, IN

Student Advisee

- Follow the instruction of a faculty mentor

September 2000-July 2001 Athens Artifacts Jewelers Elkhart, IN

Sales Associate

- Conduct sales; stock and inventory of merchandise; operate cash register

June 1997-August 2000 Lasting Impressions Childcare Elkhart, IN

Assistant Teacher

- Provide assistance to daycare faculty and director

August 1998-February 1999 Hacienda Mexican Restaurant Elkhart, IN

Hostess

- Greet and seat guests; answer phones; maintain to-go orders

Acquired Skills

Microsoft Office Applications

- Word
- Excel
- Power Point
- Outlook

Project Coordination

Customer Relations

Reception

Mail room Maintenance

Filing

WPM= 40